



Technical Advisory Committee (TAC) Agenda

March 4, 2025 - 10:00 a.m.

Location: [Join Virtual Meeting](#)

1. Administrative Items:

- Adoption of agenda
- Review and approval of December 3, 2024, Draft TAC Meeting Minutes
- MPO Project Status Report
- VDOT/DRPT Reports

2. Public Comment Period

3. WinFred MPO Metropolitan Planning Area Boundary Adjustment – Taryn Logan, NSVRC/Brad Reed, VDOT

Action Requested: Recommendation to Policy Board approving the updated MPO Metropolitan Planning Area Boundary

4. Draft FY26 Unified Planning Work Plan Discussion (UPWP)– Karen Taylor/Taryn Logan, NSVRC

Action Requested: If the Technical Advisory Committee (TAC) agrees on the proposed Draft FY26 Unified Planning Work Program (UPWP), the TAC recommends that the Policy Board approve a 20-day public comment period; if no comments are received during this period, final approval of the UPWP.

5. Upcoming Meeting Schedule (MPO Meetings are held at the Frederick County Administrative Offices, 107 N. Kent St., Winchester, VA, in the First Floor Conference Room unless otherwise noted. *All meetings begin at 10 a.m. except for BPAC, which begins at 1 p.m.*):

- Policy Board: March 19, 2025
- Technical Advisory Committee: April 1, 2025
- BPAC: TBD

6. Other Business

A meeting quorum shall be established by two (2) members of the CITY, two (2) members of the COUNTY and one (1) member of the STATE

[Click here for a glossary of acronyms](#)

WinFred Metropolitan Planning Organization (MPO)

Frederick County ❖ City of Winchester ❖ Town of Stephens City



Frederick County Administrative Offices
 107 N Kent Street, Winchester, VA
 First Floor Conference Room
December 3, 2024 - 10:00 a.m.
Meeting held via Zoom

John Bishop, Chair					
Perry Eisenach, Vice Chair					
Member Jurisdiction Representatives					
	Frederick County		DRPT		NSVRC Staff
✓	Patrick Barker		Amy Garbarini	✓	Brandon Davis
✓	John Bishop	✓	Matthew Bewley	✓	Taryn Logan
✓	Wyatt Pearson		Winchester Airport	✓	Karen Taylor
	Jay Tibbs	✓	Nick Sabo		Amanda Kerns
	Stephens City		Winchester Transit		Others
	Mike Majher	✓	Kenneth Johnson	✓	Matt Smith, VDOT
	VDOT		Winchester	✓	Shane McCabe, VDOT
✓	Brad Reed		Perry Eisenach	✓	David Ray, BPAC Chair
	Adam Campbell		Mike Ruddy	✓	Mark Thomas, Pennoni
	Non-Voting		Justin Hall	✓	Wang Chong, Pennoni
	Steve Minor, FHWA				
	Chelsea Beytas, FTA				
	Rusty Harrington, VA Dept. of Aviation				



**Winchester Frederick County (WinFred) MPO
Technical Advisory Committee (TAC) Minutes
Virtual Meeting Held VIA Zoom
December 3, 2024 - 10:00 a.m.**

1. Administrative Items:

- Adoption of agenda – Motion made by Mr. Pearson to adopt the agenda as presented; seconded by Mr. Majher. Motion carried.
- Review and approval of August 6, 2024, Draft Technical Advisory Committee Meeting Minutes – Motion made by Mr. Majher to approve the minutes as presented; seconded by Mr. Reed. Motion carried.
- MPO Project Status Report – Presented for information only.
- VDOT/DRPT Reports - Presented for information only.

2. Public Comment Period – None reported.

3. Update on the Apple Blossom Mall Study – Mark Thomas and Wan Chong, Pennoni

Pennoni presented the work done so far on the study, which began this past spring and will wrap up this fiscal year. An ad-hoc technical study committee has been formed to guide the study. No action was requested.

4. Update on VDOT Project Pipeline Studies Rt 7 East and Rt 522 West – Brad Reed, VDOT

Mr. Reed gave an update on the two Pipeline Studies. No action was requested.

5. BPAC Update – Taryn Logan, NSVRC

Ms. Logan gave a brief update on BPAC and stated that the next meeting is scheduled for January 13, 2025.

6. Upcoming Meeting Schedule (MPO Meetings are held at the Frederick County Administrative Offices, 107 N. Kent St., Winchester, VA, in the First Floor Conference Room unless otherwise noted. *All meetings begin at 10 a.m. except for BPAC, which starts at 1 p.m.:*

- Policy Board: January meeting potentially canceled
- Technical Advisory Committee: January meeting potentially canceled
- BPAC: January 13, 2025

7. Other Business – Mr. Reed announced that the CTB will discuss SmartScale projects at their upcoming meeting in January 2025.

Chair Bishop stated that he presented the I-81 Exits 321-323 Improvements Study to the Frederick County Transportation Committee to receive feedback. None was received, so the MPO will move forward with the study. Ms. Taylor said she would carry over the study into the FY26 UPWP.

Meeting adjourned at 10:25 a.m.

[Click here for a glossary of acronyms](#)

WinFred MPO Staff Report

For background information on studies and projects, please visit the individual project pages on the [WinFred MPO website](#).

January – March, 2025

Task 1: Program Administration

- Prepared agenda packets for March meetings, including compiling reports, coordinating with speakers, and ensuring all materials were distributed in advance.
- Updated the MPO website as needed, routinely every week, to provide the latest information on meetings, projects, and public participation opportunities.
- Prepared and submitted the 2nd quarter invoice and progress report to VDOT and DRPT, ensuring accuracy and compliance with financial reporting standards.
- Prepared a draft FY26 Unified Planning Work Program (UPWP) for presentation to the Technical Advisory Committee (TAC) and Policy Board in March, incorporating stakeholder input and aligning with regional priorities.
- Managing the FY25 Unified Planning Work Program tasks by coordinating activities, tracking progress, and ensuring all deliverables are met on schedule.

Task 1.1: Public Participation and Outreach

- Continuously manage and maintain the Title VI and Public Participation Plans to ensure compliance with federal regulations and promote inclusiveness in regional planning.
- Ensuring the WinFred MPO website is updated with the latest meeting information and public document notices, improving transparency and public accessibility to MPO activities.
- Maintaining the social media Facebook page for the WinFred MPO with multiple weekly posts highlighting upcoming meetings, project updates, and public input opportunities.
- Conduct outreach efforts to engage underrepresented communities in planning through direct engagement, public workshops, and digital campaigns.

Task 2: Transportation Improvement Program (TIP)

Under 49 U.S.C. 5303(j), each MPO is required to develop a four-year Transportation Improvement Program (TIP) in cooperation with state and public transit providers. The TIP includes capital and non-capital surface transportation projects, bicycle and pedestrian facilities, safety projects, and other transportation enhancements. It must be fiscally constrained and align with the Metropolitan Transportation Plan (MTP).

- Maintaining the FY24-27 TIP and processing requested adjustments and amendments in collaboration with local jurisdictions, state agencies, and transit providers.
- Prepared documents for the WinTran Federal Triennial Review, ensuring compliance with federal funding requirements and demonstrating the effectiveness of transit planning efforts.

Task 3: Federal or State Requested Planning Work Program Items

- Serving on the Board of the Virginia Association of Metropolitan Planning Organizations (VAMPO), providing regional perspectives on statewide planning initiatives.
- Attending all executive committee meetings, peer-to-peer meetings, and board meetings to stay informed on industry trends, legislative updates, and best practices.
- Serving as Secretary/Treasurer on the VAMPO Board, managing organizational finances, coordinating meetings, and facilitating strategic discussions.
- Collaborating with other MPOs to share resources, develop joint initiatives, and advocate for regional transportation funding.

Task 4: Transit Planning

- Coordinated a meeting between the City and County in December to discuss future transit options and evaluate potential service expansions and funding opportunities.
- Working with the Frederick County Transportation Committee, WinTran Staff, and the Frederick County BOS regarding the expansion of microtransit in the County, addressing service gaps and improving accessibility.

Task 5: Local Technical Assistance

- Prepared and submitted three Smart-Scale applications for Frederick County, seeking funding for high-priority transportation improvements.
- Awaiting recommended funding scenarios from VDOT, while continuing to work with local officials to refine project scopes and implementation strategies.
- Assisting local governments with transportation grant applications, data analysis, and project development to enhance regional mobility.

Task 6: Bicycle & Pedestrian Planning

- The Bike and Pedestrian Committee meets monthly, bringing together local advocates, planners, and stakeholders to advance non-motorized transportation projects.
- Reviewing the current bike and pedestrian plan to assess progress and set priorities for FY25 and FY26 UPWP, ensuring alignment with community needs and funding availability.
- Identifying opportunities for new bike lanes, trails, and pedestrian infrastructure, leveraging federal and state funding sources.

- Promoting multimodal transportation options through public education campaigns and stakeholder engagement initiatives.

Task 7: System Planning

- **Exits 321-323 Improvements Study (Frederick County):**
 - Staff met with Frederick County and VDOT representatives regarding the project scope, refining objectives, and stakeholder feedback.
 - Frederick County staff has reviewed the project with its transportation committee and directed MPO staff to proceed.
 - Project will carry over into FY26 UPWP, ensuring continued progress toward implementation.
- **Apple Blossom Mall Study:**
 - Monthly meetings with consultant Pennoni to review progress, data collection efforts, and preliminary findings.
 - Pennoni presented a project status update in December at TAC and Policy Board meetings, outlining key challenges and potential solutions.
 - A public outreach meeting is scheduled for March 19, 2025, at 4:00 PM at Shenandoah University, inviting public input on proposed transportation improvements around the mall area.
 - Coordinating with property owners, businesses, and local agencies to ensure stakeholder alignment and project feasibility.

Task 8: Long-Range Planning, GIS, and Data

- **WinFred Travel Demand Model Update:**
 - Model completion in October following extensive data validation and calibration efforts.
 - Staff attended training with VDOT representatives in November to gain proficiency in utilizing the model for transportation planning.
 - Model is ready for use, providing valuable insights for traffic forecasting, scenario planning, and infrastructure investment decisions.
 - Collaborating with local and state partners to integrate model outputs into long-range planning initiatives.

This report outlines the key activities and responsibilities undertaken by MPO staff during the reporting period. Ongoing projects and planning efforts continue to support regional transportation improvements, enhance public engagement, and foster data-driven decision-making for the future.

DRPT Report to WinFred MPO Policy Board February 2025

FY24 5303 Reimbursements

MPOs making final claims on their FY24 5303 funding must do so within 90 days from contract expiration. MPOs must indicate that this is their final billing in their last claim submission so that closeout can occur within a timely manner.

FY26 5303 Funding Opportunity

The FY26 5303 funding opportunity has been posted to [Web Grants](#). The funding opportunity will remain open until the May 1, 2025, application deadline.

Virginia Breeze Sets Ridership Record

Our Virginia Breeze service has broken its ridership record for 2024. This is the Virginia Breeze's best year in its seven-year history and represents a 9.2% increase from 2023, highlighting the growing demand for sustainable, affordable, and reliable travel options that connect communities across the Commonwealth.

Grant Applications Close, Scoring Begins

Grant application scoring season is upon DRPT for all the submitted applications for FY26. Please be on the lookout for communications from us with any clarifying questions, requests for information, or updates from our staff as we review.

Commuter Assistance Program (CAP) Reminder

Reminder to continue to work on and utilize your CAP Strategic Plans in the development of applications and program operations.

DRPT Connects Businesses 2025 (Jan. 27 – March 14)

This campaign aims to educate Virginia employers on the advantages of offering commuter benefits and hybrid work plans. By showcasing the economic and workplace benefits, this campaign will drive engagement with DRPT's free resources and encourage employers to implement these programs for improved productivity, employee retention, and cost savings.

Encourage employers to visit [ConnectingVA](#) for free resources, including:

Commuter Assistance Programs: Personalized guidance for creating custom commuter plans.

Employee Commuter Benefits: Information on tax incentives, transit subsidies, and commuter-friendly policies.

Hybrid Work Plans: Tools to design effective hybrid work schedules that maximize productivity.

NCDOT Launches New Intercity Bus Service Connecting to Danville

Transportation officials have launched a new intercity bus route connecting Danville, VA to Winston-Salem via Greensboro and Reidsville. The route, named the Triad-Danville Connector, will run two (2) daily round trips and better connect North Carolina's intercity bus network with the Virginia Breeze. For more information, view the press release [here](#).

VDOT District Planning Report to WinFred MPO Policy Board

March 2025

SMART SCALE: OIPI presented the 'Staff Recommended Scenario' at the January CTB meeting, which included two projects in the WinFred region. The CTB will make final project selections for inclusion in the SYIP in June, including consideration of how to allocate the remaining \$8M in the District Grant Program. The draft project selections in WinFred include:

1. **Gateway Drive Extension and Intersection with Valley Mill Road** - Construct a single lane roundabout at the existing intersection of Valley Mill Road and Brookland Lane. Extend a new location roadway from the roundabout at Valley Mill Road 160 feet to the north to connect with a proffered road section being constructed by others to complete a contiguous connection from Route 7 at Gateway Drive to Valley Mill Road. In addition, a shared use path would tie into the proffered path that parallels the Gateway Drive extension and connections would be made to the existing sidewalk system in the immediate vicinity.
2. **Route 50/17/522 Partial Median U-turn** - Replace existing signalized intersection with a partial median U-turn intersection (MUT) at US 17/50 (Millwood Pike) and US 522 (Front Royal Pike)/NB I-81 on-ramp. This project is designed for implementation following construction of UPC 115717, I-81 Exit 313 bridge replacement, which involves realignment of US-50/17 and the intersection with the I-81N ramps and US-522 intersection. The MUT design will be complementary to the funded Smart Scale portion of the bridge project.

Project Pipeline: The CTB will take action at their March meeting to approve the next round of Project Pipeline study locations. Three studies are being put forward in the WinFred region:

1. **Route 7 East** – Running 2.2 miles from Greenwood Road to the eastern Frederick County limits, this effort would pick up at the limits of a previous STARS study to the west. This study would focus on crash reduction and identify treatments to reduce crashes on this high-speed segment of Route 7.
2. **US 522 West, Urban segment** – Running 1.7 miles from the northern city limits to Echo Lane, this study would focus on crash reduction and multimodal access in the urbanized segment of US 522 adjacent to the City of Winchester. Consideration will also be given to the long-term configuration of the Route 37 interchange.
3. **US 522 West, Rural segment** – Spanning 10 miles from Echo Lane to Red Oak Road, this study would focus on high-speed rural road safety and capacity preservation on US 522 west of Route 37. Considerations include high prevailing speeds and a roadway departure crash trend.

Background: Led by the Office of Intermodal Planning and Investment, [Project Pipeline](#) is a performance-based planning program to identify cost-effective solutions to multimodal transportation needs in Virginia. The objective of the program is to focus on the Commonwealth Transportation Board-adopted VTrans priority locations and corridors. This study program has been successfully used to help refine project scopes and enhance competitiveness in grant programs for several locations in WinFred.

New Round of Revenue Sharing and TA: The upcoming application cycle for the Revenue Sharing Program and the Transportation Alternatives Program will begin on April 1, 2025. Pre-applications and

full applications for both Revenue Sharing funding and Transportation Alternatives funding will be submitted through SMART Portal. Applicants must submit a successful pre-application and full application for a project to be considered for funding.

VDOT Local Assistance Division will host webinars for VDOT staff and the applicant community for both the Revenue Sharing and Transportation Alternatives programs. The webinars will cover the application process, application submission timeline, and required documents for a successful application. All local government, consulting firm, and VDOT staff involved with creating, reviewing, or submitting funding applications are encouraged to attend. Additional details for each webinar and the links to register can be found below, along with important dates for each funding program.

Revenue Sharing Program

Important Dates for Revenue Sharing

- March 5, 2025: Revenue Sharing Application webinar
- April 1 – May 30, 2025: Pre-application submission window
- August 15 – September 15, 2025: Full application submission window

Revenue Sharing Application Webinar Details

Date: Wednesday, March 5, 2025

Time: 10am - 11:30am

This webinar will provide important information regarding the upcoming Revenue Sharing application funding cycle. Topics covered will include the Revenue Sharing SMART Portal application process, application submission timeline, and required documents for a successful application. All local government, consulting firm, and VDOT staff involved with creating, reviewing, or submitting funding applications are encouraged to attend.

[Register now!](#)

Questions for Revenue Sharing? Contact [Jonathan Liss](#).

Transportation Alternatives Program

Important Dates for Transportation Alternatives

- March 19, 2025: Transportation Alternatives Program Pre-Application webinar
- April 1 – May 30, 2025: Pre-application submission window
- August 15 – September 15, 2025: Full application submission window for successful pre-applications

Transportation Alternatives Pre-Application Webinar Details

Date: Wednesday, March 19, 2025

Time: 1pm - 3pm

This webinar will cover the application process, application submission timeline, and required documents for a successful application. All local government, consulting firm, and VDOT staff involved with creating, reviewing, or submitting funding applications are encouraged to attend.

[Register now!](#)

Questions for Transportation Alternatives? Contact [Synthia Waymack](#).



To: WinFred MPO Technical Advisory Committee
From: Taryn Logan, MPO Staff
Date: March 4, 2025
Re: Proposed WinFred MPO Boundary Adjustment

In 2023, VDOT completed a review of Metropolitan Planning Organization Area boundaries to comply with Federal Highway Administration (FHWA) requirements following the 2020 Census. This update incorporates new Census-designated urban areas and includes areas anticipated for urbanization within the next 20 years through a smoothing process which adjusts boundaries to follow natural features and infrastructure like roads and rivers for the planning area. VDOT has proposed boundary modifications for the WinFred MPO that would expand the current MPO by approximately 2.8 square miles, incorporating several areas:

- 2.4 square mile area west of Rt 37 in vicinity of Rt 624/Merrimans Ln and Opequon Creek, Stonebrook Farms
- 0.13 square mile area between National Lutheran Blvd and Rt 654/Poorhouse Rd
- 0.01 square mile area south of US 50 along Rt 803/Round Hill Rd
- 0.26 square mile area to extend boundary to US 522 in the vicinity of Rt 277
- There is also the option of removing the tendrils extending west along US 50 and US 522 on the west side of the MPO. The TAC can discuss this further on Tuesday.

Staff recommends that the TAC make a recommendation to the Policy Board to approve VDOT's proposed WinFred MPO Metropolitan Planning Area (MPA) boundary modifications based on the 2020 Census urban area delineations.

Upon final approval by the Policy Board, the revised boundaries will be submitted to VDOT as part of the official 2020 Census boundary update process. The final boundary must be approved by the Governor.

We are currently putting together a map showing the new proposed boundaries which will be sent out prior to the meeting. Here is the link to the [federal code](#). Thank you for your attention to this matter and feel free to reach out with any questions or concerns.



UNIFIED PLANNING WORK PROGRAM (UPWP)

FOR THE

**WINCHESTER – FREDERICK COUNTY (WinFred)
METROPOLITAN PLANNING ORGANIZATION (MPO)**



DRAFT

FY 2026

(July 1, 2025 - June 30, 2026)

Adopted for Public Comment:

Final Adoption:

Winchester-Frederick County, Virginia

Metropolitan Planning Organization

C/o Northern Shenandoah Valley Regional Commission

400 Kendrick Lane, Suite E

Front Royal, VA 22630

540-636-8800

www.winfredmpo.org

Preparation Statement

Prepared on behalf of the WinFred Metropolitan Planning Organization by the Northern Shenandoah Valley Regional Commission staff through a cooperative process involving the City of Winchester, County of Frederick, Town of Stephens City, Virginia Department of Transportation, Virginia Department of Rail and Public Transportation, Federal Highway Administration, and the Federal Transit Administration.

Grants from the Federal Highway Administration, Federal Transit Administration, Virginia Department of Transportation, and the Virginia Department of Rail and Public Transportation financially aided the preparation of this program.

MPO Policy Board

Officers:

Chair— Judith McCann-Slaughter, Frederick County BOS
Vice Chair— Dan Hoffman, City Manager, City of Winchester
Secretary/Treasurer—Brandon Davis, Executive Director NSVRC (non-voting)

Voting Members:

Judith McCann-Slaughter, Frederick County
Josh Ludwig, Frederick County
Michael Bollhoefer, Frederick County
Michael Majher, Town of Stephens City
Daniel Hoffman, City of Winchester
John Fox, City of Winchester
Richard Bell, City of Winchester
Todd Stevens, Virginia Department of Transportation

Alternate Voting Members:

Perry Eisenach, City of Winchester
Wyatt Pearson, Frederick County
Brad Reed, Adam Campbell, Ed Carter, Matt Smith, Virginia Department of Transportation

Non-Voting Members:

Steve Minor, Federal Highway Administration
Chelsea Beytas, Federal Transit Administration
Matthew Bewley, Virginia Department of Rail & Public Transportation
Rusty Harrington, Virginia Department of Aviation

MPO Technical Advisory Committee (TAC)

Members:

Chair - John Bishop, Frederick County Planning
Vice-Chair - Perry Eisenach, City of Winchester Public Works
Patrick Barker, Frederick County EDA
Wyatt Pearson, Frederick County Planning
Jay Tibbs, Frederick County Administration
Mike Majher, Town of Stephens City
Justin Hall, City of Winchester Public Works
Mike Ruddy, City of Winchester Community Development
Vacant, City of Winchester Planning
Brad Reed and Adam Campbell, Virginia Department of Transportation
Matthew Bewley, Virginia Department of Rail & Public Transportation
Nick Sabo, Winchester Airport
Kenneth Johnson, Winchester Transit (WinTran)

Administrative & Staff Support

Provided by Northern Shenandoah Valley Regional Commission

Resolution

By The

WinFred Metropolitan Planning Organization

Approving the FY2026 Unified Planning Work Program (UPWP)

WHEREAS, the FY2026 Unified Planning Work Program will serve as the basis for all U.S. Department of Transportation (DOT) funding participation and will be included in all requests for DOT planning funds and

WHEREAS, this UPWP details all transportation and transportation-related planning activities anticipated within the area during the coming fiscal year and

WHEREAS, this UPWP has been reviewed and recommended for approval by the Technical Advisory Committee;

NOW THEREFORE BE IT RESOLVED that the WinFred Metropolitan Planning Organization does hereby approve and adopt the FY2026 Unified Planning Work Program on Month/Day 2025.

Signed: _____
Judith McCann-Slaughter
WinFred MPO Chair

Signed: _____
Brandon Davis
WinFred MPO Secretary-Treasurer

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INTRODUCTION

The Unified Planning Work Program (UPWP) for transportation planning identifies all activities to be undertaken in the Winchester-Frederick County Metropolitan Planning Organization (WinFred MPO) study area for Fiscal Year 2026 (July 1, 2025 - June 30, 2026). The UPWP provides a mechanism for the coordination of transportation planning activities in the region and is required as a basis for and condition of all federal funding assistance for transportation planning by the joint metropolitan planning regulations of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

The work tasks within this UPWP reflect issues and concerns from transportation agencies at the federal, state, and local levels. The descriptions of the tasks to be accomplished and the budgets are based on the best estimate of what can be achieved within the confines of available federal, state, and local resources.

Metropolitan Planning Area

The WinFred MPO planning area consists of the City of Winchester, the Town of Stephens City, the Urban Area of Frederick County, and the area of Frederick County projected to be urban by 2045 (see map on the following page).

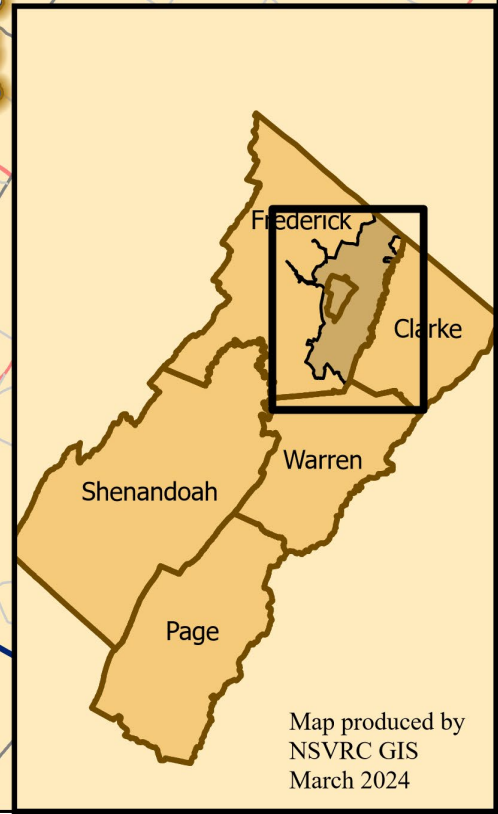
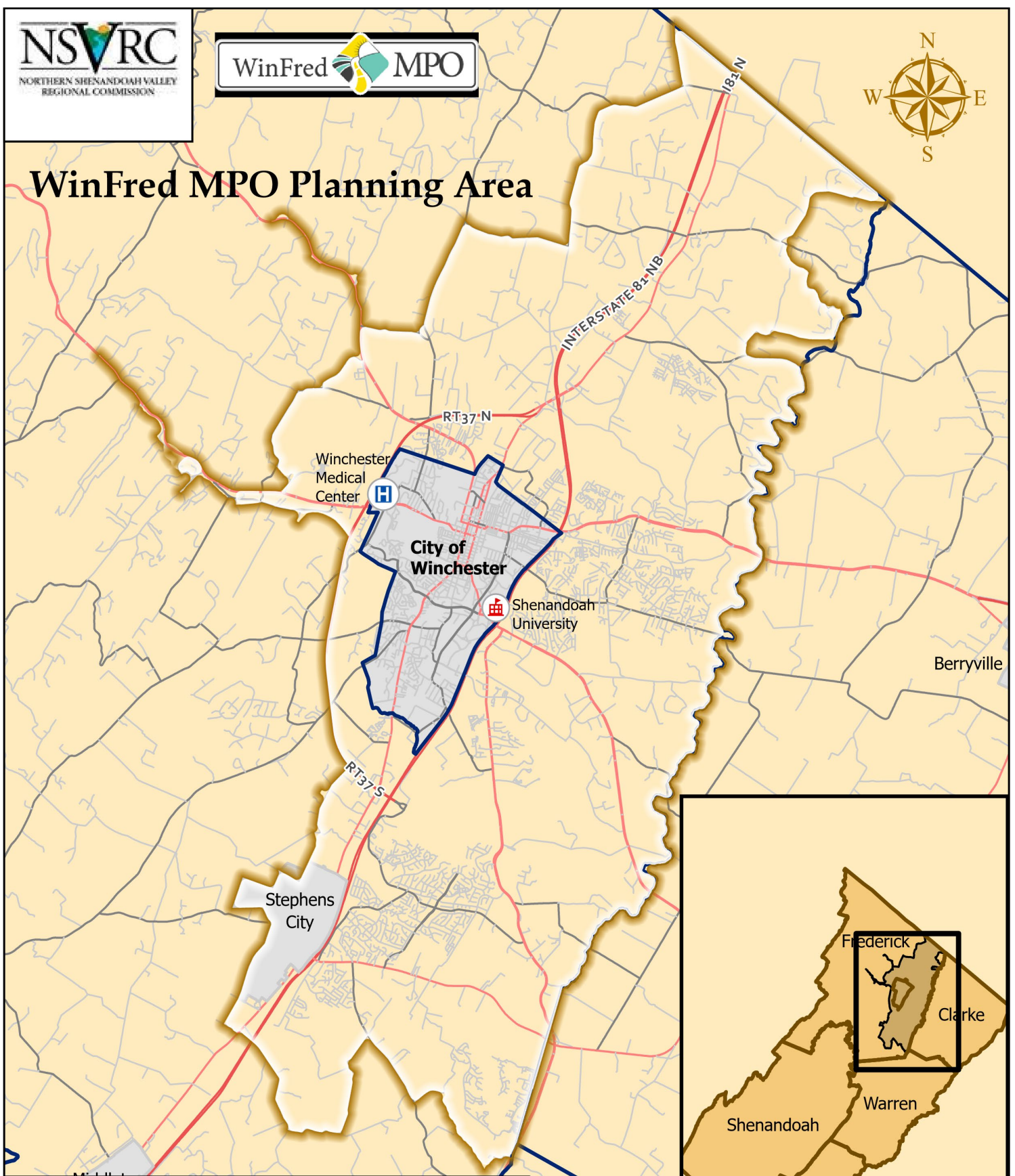
Data from the U.S. Census shows that the population of the WinFred MPO area grew by just over 20% between 2010 and 2020. This compares to a growth rate of 7.3% for the City of Winchester, 16% for Frederick County, and 7.9% for the Commonwealth of Virginia. This data is shown in Table 1.

Table 1: Growth in the Region, 2010-2020

	2010 Census Population	2020 Census Population	% Change
City of Winchester	26,203	28,120	7.3%
Frederick County	78,305	91,419	16.7%
Total	104,508	119,539	14.4%
WinFred MPO	69,449	83,377	20.1%



WinFred MPO Planning Area



Legend

- | | | |
|--|--|---|
|  WinFred MPO | Virginia Roads |  LOCAL SECONDARIES |
|  NSVRC Towns |  LIMITED ACCESS HIGHWAYS |  Winchester_City_Limits |
|  NSVRC Counties & Cities |  LOCAL MAIN ARTERIES |  Winchester Medical Center |
| |  US AND VA PRIMARY HIGHWAYS |  Shenandoah University |

Map produced by
NSVRC GIS
March 2024

Responsibilities for Transportation Planning

The WinFred Metropolitan Planning Organization is the organization responsible for conducting the continuing, comprehensive, and coordinated (3-C) planning process for the City of Winchester, Town of Stephens City, and Frederick County Urban Area per requirements of Section 134 (Title 23 U.S.C.) of the Federal Highway Act of 1962, and Section 5303 of the Federal Transit Act. The WinFred MPO is the official Metropolitan Planning Organization for the urban area, designated by the Governor of Virginia under Section 134 of the Federal Aid Highway Act and the joint metropolitan planning regulations of FHWA and FTA.

Organization of the WinFred MPO

The policy-making body of the WinFred MPO is the Policy Board, which consists of 8 voting members. These include three representatives from the City of Winchester, three from Frederick County, one from the Town of Stephens City, and one from VDOT. Other agencies with non-voting membership on the WinFred MPO Policy Board include the Virginia Department of Rail and Public Transportation, the Virginia Department of Aviation, the Federal Highway Administration, and the Federal Transit Administration.

The Northern Shenandoah Valley Regional Commission (NSVRC) provides staff support to the WinFred MPO. NSVRC staff members, in cooperation with the MPO member agencies, collect, analyze, and evaluate demographic, land use, and transportation data to better understand the area's transportation system requirements. Special studies, research, and other work tasks requested by the MPO are the responsibility of the NSVRC to plan and coordinate. Consultant assistance may be sought when required to complete work tasks. NSVRC also prepares materials for the Policy Board and Technical Advisory meetings and any scheduled sub-committee meetings.

NSVRC staff participate in all WinFred MPO meetings and provide the required staff support and administration for the transportation planning program. Staff members will also represent the MPO at necessary meetings with federal, state, and local organizations.

Total Proposed Funding by Federal Source for FY2026

Metropolitan Planning Funds (PL funds) are provided by the Federal Highway Trust Fund and distributed by State Departments of Transportation (DOTs) to MPOs to conduct the planning activities required by Title 23 of the U.S. Code 134. PL funds are distributed to States based on a ratio of the urban-area population in individual States to the total nationwide urban-area population. State DOTs then distribute this funding to the MPOs in their State based on a formula agreed to by the MPOs and approved by their FHWA Division Office.

The primary funding sources for transportation planning activities included in this work program are FHWA Section 112 (PL) and FTA Section 5303. The budget table on page 14 shows the proposed funding amounts (including state and local matching funds) for completing the tasks described in this UPWP.

WORK TASK 1: Program Management

Objective and Description: This task includes ongoing activities that ensure proper management and operation of a continuing, comprehensive, and coordinated (3-C) planning process as described in the Memorandum of Understanding.

Products:

The primary products of this task are as follows and include those tasks necessary to the timely and accountable administration of the MPO Planning Process:

- Implementation of the FY26 UPWP work tasks throughout the fiscal year and provision of all required administrative functions, including accounting, financial reporting, personnel administration, office management, contract administration, and necessary office equipment (e.g., computers, printers, software, office supplies, etc.);
- Support the activities of the WinFred MPO through the preparation of reports, presentations, agendas, and minutes for all Policy Board, TAC, and other meetings, as well as attendance at those meetings;
- Social media management, such as updating the MPO Facebook page, posting relevant information, and sharing information from other agencies;
- Training/Education and travel for staff members related to MPO/Transportation Planning, such as workshops, short courses, conferences, and seminars to enhance their knowledge and education. This includes staff attendance at the annual AMPO, VAMPO, VA APA, VTA, and Governor's Transportation conferences.

Budget: \$95,000

1.1 Public Outreach

Objective and Description: This task includes ongoing activities that maintain and encourage meaningful participation of local citizens in metropolitan transportation planning. Public participation is an integral component of MPO activities, and therefore, this work task is integrated with program support.

Products:

The primary products of this task are as follows and include those tasks necessary to the timely and accountable administration of the MPO Planning Process:

- Continuing a proactive public participation process that provides complete information, timely public notice, full public access to critical decisions, and supports early and continuing involvement of the public in developing long and short-range transportation plans and other documents per the approved Public Participation Plan (PPP);
- Maintenance of Title VI, ADA, and environmental justice compliance in all work plans and activities for both highway and transit modes, including consultation with appropriate groups, committees, and community representatives;

- Maintenance of the WinFredMPO.org website with timely information regarding the MPO's ongoing activities, scheduled events, information related to regional transportation issues, and planning documents;
- Evaluation of the effectiveness of the Public Participation Plan (PPP) and Title VI Plan for engaging transportation-disadvantaged communities in decision-making.

Budget: \$5,000

WORK TASK 2: Transportation Improvement Program (TIP)

Objective and Description: As required by federal planning regulations, the Transportation Improvement Program (TIP) for the WinFred MPO is a four-year program of highway, transit, bicycle, pedestrian, safety, and transportation enhancement projects receiving federal funds. State and locally funded projects are also included in the TIP for coordination purposes.

The TIP is updated every four years and must be approved by the MPO Policy Board and the Governor of Virginia. It is a condition for all federal funding assistance for transportation improvements within the WinFred MPO study area.

The public and all other interested parties will be given an opportunity to review and comment on the proposed TIP as described under the WinFred MPOs adopted Public Participation Plan. To facilitate the public review, MPO staff will provide visualization of TIP projects, post the TIP on the MPO website, and make the TIP accessible at public agencies, government offices, and upon request.

This task maintains a regional TIP and will require active support of the WinFred MPO Policy Board, TAC, and coordination with member agencies.

Products:

- Processing of requested amendments and administrative modifications to the adopted TIP;
- Mapping of TIP projects and Annual Listing of Projects for the next fiscal year;
- Update the TIP, which must be done every four years.

Budget: \$2,000

WORK TASK 3: Federal or State Agency Assistance

Objective and Description: The MPO staff will work with federal and state agencies to support projects and programs to coordinate regional transportation planning activities.

Products:

- Preparation of studies and reports as necessary for the completion of this task and as directed by the appropriate federal and/or state agencies; Representation of the WinFred MPO on the Virginia Association of Metropolitan Planning Organizations (VAMPO) by participating in all meetings, events and training programs of the association and provide information as appropriate to the MPO agencies and partners;

- Attendance and participation in the VTRANS update;
- Attendance at meetings as requested by VDOT, DRPT, FTA, and FHWA;
- Annual Work Plan submitted to VDOT.

Budget: \$27,259

WORK TASK 4: Transit Planning

4.1 Winchester Transit System Planning

Objective and Description: The Winchester Transit System (WinTran) conducts transit planning and administration efforts to comply with FTA requirements to receive Section 5307 capital and operating grants.

Products: MPO coordination with WinTran on transit planning activities in the MPO planning area.

4.2 MPO Area Transit Planning

Objective and Description: Continue the MPO Transit Feasibility study by exploring implementation scenarios.

Budget: \$14,251

WORK TASK 5: Local Technical Assistance

Objective and Description: This annual UPWP task provides flexible planning support and services to the WinFred MPO localities. Products will originate from a requesting MPO locality.

Products:

Activities may include, but are not limited to:

- Development and submission of transportation-related grants to include SMART SCALE for WinFred MPO localities for both highway and transit projects;
- Management of the on-call consultant list for the MPO and its member localities with contract administration and project management services.

Budget: \$ 15,000

WORK TASK 6: Bicycle and Pedestrian Planning

Objective and Description: This annual UPWP task provides flexible planning support and services to the WinFred MPO localities for bicycle and pedestrian planning. Through these activities, WinFred MPO will meet the BIL (Bipartisan Infrastructure Law) requirements that each MPO uses at least 2.5% of its PL funds on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities. [§11206(b)]

6.1: Bike and Pedestrian Advisory Committee Management

Objective and Description: This UPWP task will provide management of the newly established Bike and Pedestrian Advisory Committee.

Products:

Activities may include, but are not limited to:

- Assisting in the update of the MPO's Bike and Pedestrian Master Plan;
- Identifying opportunities for updates to bike and pedestrian infrastructure in the WinFred MPO area;
- Advising TAC and Policy Board on bike and pedestrian-related matters within the WinFred MPO.

Budget: \$ 20,771

WORK TASK 7: System Planning

Objective & Description: Projects included in this work task bridge the gap between project readiness required for construction/ implementation and the conceptualized phase of a project prioritized in the CLRP. Activities will include site-specific evaluation and validation of appropriate alternatives and will further refine understanding of the necessary project scope to accomplish a goal in the LRTP. Through these activities, WinFred MPO will meet the BIL requirements that each MPO uses at least 2.5% of its PL funds on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities. [§11206(b)]

7.1 I-81 Exits 321- 323 Improvements Study -- Frederick County (Carryover from FY25)

Objectives & Description: The I-81/US 11 corridor between Rest and Clear Brook (exits 321 and 323) is planned for industrial and warehouse uses. This study will forecast the traffic impacts of future economic development on the Exit 323 interchange and identify improvements needed to accommodate growth.

Products: Technical report identifying the preferred alternatives and costs.

Budget: \$ 175,000 (includes 20% staff project management time)

7.2 Short Range Planning

Objectives & Description: Engage with member localities to identify problem areas for study.

Products: Technical reports identifying the preferred alternatives and costs.

Budget: \$ \$109,565 (includes 20% staff project management time)

WORK TASK 8: Long-Range Planning, Modeling, GIS & Data

Objective and Description: This task involves updating the Metropolitan Transportation Plan (MTP) every five years, GIS mapping, data collection, and database management to support all MPO UPWP work tasks (including GIS software maintenance for two users at 50% of the total cost).

Products:

1. Beginning phase of the 2045 MTP update.
2. Maps and data produced in support of MPO UPWP work tasks.

Budget: \$ 30,000

FY2026 Revenues and Expenditures by Funding Source

Revenues	Highway Funding				Transit Funding				Total Revenues
	FHWA Planning 80%	State Match 10%	Local Match 10%	Subtotal Highway	FTA 5303 80%	State Match 10%	Local Match 10%	Subtotal Transit	
FY 2026 PL Funds (FHWA/VDOT)	\$203,379	\$25,422	\$25,422	\$254,224					\$254,224
FY 2026 5303 Funds (FTA/DRPT)					\$95,698	\$11,962	\$11,962	\$119,622	\$119,622
FY 2025 PL requested funds carryover into FY2026 (FHWA/VDOT)	\$96,000	\$12,000	\$12,000	\$120,000					\$120,000
Total Revenues	\$299,379	\$37,422	\$37,422	\$374,224	\$95,698	\$11,962	\$11,962	\$119,622	\$493,846
Expenditures	FHWA Planning 80%	State Match 10%	Local Match 10%	Subtotal Highway	FTA 5303 80%	State Match 10%	Local Match 10%	Subtotal Transit	Total Expenditures
Task 1: Program Management & Public Outreach	\$40,000	\$5,000	\$5,000	\$50,000	\$40,000	\$5,000	\$5,000	\$50,000	\$100,000
Task 2: Transportation Improvement Program (TIP)	\$1,520	\$190	\$190	\$1,900	\$80	\$10	\$10	\$100	\$2,000
Task 3: State/Federal Requested Work Tasks	\$15,807	\$1,976	\$1,976	\$19,759	\$6,000	\$750	\$750	\$7,500	\$27,259
Task 4: Transit Planning					\$11,401	\$1,425	\$1,425	\$14,251	\$14,251
Task 5: Local Technical Assistance	\$8,400	\$1,050	\$1,050	\$10,500	\$3,600	\$450	\$450	\$4,500	\$15,000
Task 6: Bicycle & Pedestrian Planning					\$16,617	\$2,077	\$2,077	\$20,771	\$20,771
Task 7: System Planning	\$212,052	\$26,506	\$26,506	\$265,064	\$15,600	\$1,950	\$1,950	\$19,500	\$284,565
Task 8: Long Range Planning, Modeling, GIS and Data	\$21,600	\$2,700	\$2,700	\$27,000	\$2,400	\$300	\$300	\$3,000	\$30,000
Subtotal: Expenditures	\$299,379	\$37,422	\$37,422	\$374,224	\$95,698	\$11,962	\$11,962	\$119,622	\$493,846
Total Expenditures									\$493,846